

Pocket Résumé for Job Interview



MISSOURI
JOB CENTER
CONNECT

References

(Receive permission before using names)

Name _____

Phone _____ Company _____

Position _____

Name _____

Phone _____ Company _____

Position _____

Name _____

Phone _____ Company _____

Position _____

Preparation for Interview

- ☐ Learn something about the company.
- ☐ Have specific job or jobs in mind.
- ☐ Review, in your mind, your qualifications for the job.
- ☐ Be prepared to answer broad questions about yourself.

Appearance

- ☐ Well groomed.
- ☐ Suitably dressed.

Interview

- ☐ Be prompt.
- ☐ Answer questions directly and truthfully.
- ☐ Be well mannered.
- ☐ Use proper grammar and good diction.
- ☐ Be enthusiastic and cooperative.
- ☐ Don't be afraid to ask questions.

**Missouri Department of
Higher Education & Workforce Development**

This information is often asked for during a job interview. Fill in the lines below ahead of time and take it with you as a reference.

Name _____

Address _____ Zip _____

Phone _____ Birthdate _____

Previous Employment:
(Full-time, part-time and summer jobs)

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐ Hr.
(From - To) ☐ Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐ Hr.
(From - To) ☐ Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Name of Employer _____

Address _____

Job Title _____

Dates _____ Salary _____ ☐ Hr.
(From - To) ☐ Mo.

Reason for leaving _____

Supervisor _____ Phone _____

Education _____

Military Service or Draft Status _____

Special Skills/Hobbies _____

When you are hired, you will be asked for proof of your identity and your eligibility to work in the United States.

An employer may ask for your Social Security Number. Writing it down is a potential identity theft risk, so try to have it memorized.

For additional information about Missouri Office of
Workforce Development services, contact a Missouri Job Center near you.
Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

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